

# CV

Curriculum

Vitae



## SYED SHAFHAD ALI

**Address:** House No. 542/1, Sector 14-A, Shadman Town,  
North Nazimabad, Karachi.

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### CAREER OBJECTIVE:

Professional Administrative Assistant with 4 years experience in managing incoming communications resulting in improved efficiency. Skilled in managing calendars, booking travel, and supporting meetings.

### ACADEMIC QUALIFICATION:

- ❖ **BS in Business Administration** from Karachi University.

### EXPERIENCE:

- ❖ 04 Years Experience as an **Administrative Assistant** in **PIA TGS RSD Department**.  
(from August 2021 to Present)

### WORK SUMMARY:

- ❖ Managed all incoming communications including phone calls, mail, and visitors for busy Irvine office. Coordinated travel and assisted with meetings for senior executives resulting in improved efficiency.
- ❖ Managed all incoming communications for busy office, handling high volume of calls and mail resulting in improved workflow and smooth communication.
- ❖ Booked and coordinated travel schedules for senior executives resulting in time and cost savings.
- ❖ Handled scheduling and coordination for meetings, webinars, and teleconferences resulting in successful meetings and events.
- ❖ Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- ❖ Providing real-time scheduling support by booking appointments and preventing conflicts.
- ❖ Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- ❖ Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- ❖ Greet and assist visitors.
- ❖ Maintain polite and professional communication via phone, e-mail, and mail.
- ❖ Anticipate the needs of others in order to ensure their seamless and positive experience.

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## **STRENGTHS:**

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### ❖ **Strong Communicator**

Demonstrated ability to effectively communicate with colleagues at all levels leading to improved workflow and better collaboration.

### ❖ **Organizational Skills**

Expert in managing multiple calendars and scheduling appointments resulting in efficient use of time.

### ❖ **Problem Solver**

Demonstrated ability to think outside the box to resolve complex issues resulting in improved workflow and overall efficiency.

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## **COMPUTER SKILLS:**

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- ❖ MS Office. Google Suite. Calendaring and Scheduling, Customer Service. Event Planning. Project Management.

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## **EXTRA CURRICULAR ACTIVITIES:**

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- ❖ Playing Cricket, Reading, Writing, (Social issues/debates).

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## **PERSONAL INFORMATION:**

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- ❖ Father Name : Syed Majid Ali
- ❖ CNIC : 42101-9416532-1
- ❖ Date of Birth : 16<sup>th</sup> Aug. 1994
- ❖ Gender : Male
- ❖ Religion : Islam
- ❖ Marital Status : Single
- ❖ Nationality : Pakistani
- ❖ Languages : Urdu, English

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## **REFERENCE:**

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- ❖ Imran Ahmed Shah Manager PIA Engineering
- ❖ Nasir Khan Manager Maintenance.